2 Login CMS Net Web

Introduction to Login CMS Net Web

Logging into the system is the first step to using it. This will be our first exercise in using CMS Net Web.

Objectives

At the completion of this section, you will be able to:

- Login CMS Net Web

- Logout from CMS Net Web

2.1 Step-by-Step Instructions on how to Login CMS Net Web

1. Open the web browser on your computer desktop by clicking the icon.

2. Enter the CMS Net Web address in the Address line:
    - Training Environment:
      https://cmstrnw.cahwnet.gov/CMSE47/login.jsp

    - Production Environment
      https://cms.cahwnet.gov/CMSE47/login.jsp

3. *You may wish to save this URL address into your "Internet Favorites."*
    - Go to Favorites (on your web browser)
    - Select "Add to Favorites"

    - In the Name text box, specify: Children's Medical Services – **TRAINING** for
      https://cmstrnw.cahwnet.gov/CMSE47/login.jsp

      OR

    - Children's Medical Services – **PRODUCTION** for
      https://cms.cahwnet.gov/CMSE47/login.jsp

4. Enter your CMS Net access code on the CMS Net Web Login page. Click the "Submit" button.

5. Confirm that you are logged into CMS Net Web by viewing the "CMS Net Welcome Page"

After five failed login attempts, your access code will be locked. Call the CMS Net Help Desk to reset your access code.

CMS Net Web will time-out if your session is idle for at least 30 minutes.

2.1.1 Logout from CMS Net Web

Logging out of CMS Net Web ends your CMS Net Web session. The proper way to logout of CMS Net Web is to click the Logout link in the upper right hand corner of your page.